



SECTION I – PURPOSE

As approved by the Idaho State Capitol Commission, September 2003, and pursuant to Idaho Code § 67-1608, the following guidelines apply to the placement of art, memorials, statues or exhibits (collectively “Exhibits”), on a temporary or permanent basis, in public space in the Capitol Building and on its grounds. The purpose of these guidelines is:

1. To ensure that Exhibits reflect subjects of lasting state-wide significance;
2. To preserve the beauty and dignity of the Capitol and its grounds;
3. To protect and maintain open space at the Capitol and its grounds;
4. To conserve options for placement of Exhibits by future generations; and
5. To ensure that proposals for Exhibits are fully and fairly considered.

SECTION II – DEFINITIONS

As used in these Guidelines, the following definitions apply:

1. “Capitol” means the Public Space at the Idaho State Capitol Building and its grounds.
2. “Commission” means the Idaho State Capitol Commission, created pursuant to Idaho Code § 67-1606. The mailing address of the Commission is P.O. Box 83720, Boise, Idaho 83720-0003.
3. “Committee” means the Capitol Display Advisory Committee, the members of which will be approved by the Commission and which shall serve as an advisory group to the Commission and to the Department of Administration. The Committee members shall include, at a minimum, a representative of: the Department of Administration, the Idaho State Historical Society, the Idaho Department of Commerce and the Idaho Commission on the Arts.
4. “Department” means the Department of Administration. The mailing address of the Department is P.O. Box 83720, Boise, Idaho 83720-0003.
5. “Director” means the director of the Department of Administration who is also a member of the Commission and serves as secretary of the Commission.
6. “Living Memorial” includes trees, shrubs, gardens, or other plantings commemorating an individual or event.
7. “Master Plan” means the master plan for the Capitol Mall as provided for in Idaho Code § 67-1608.
8. “Major Work” means any statue, monument, sculpture, work of art, memorial, or other structural or landscape feature, including a garden or memorial grove, having a significant impact on its surroundings. The impact of a work is determined by the combined effect of its subject matter, size, placement, and the degree to which it affects the environment into which it is set. Examples of Major Works at the Capitol include the Winged Victory Monument, the George Washington statue and the Coastal Cannon on the south lawn.
9. “Minor Work” means a work having moderate or minimal impact on its surroundings. Examples of Minor Works include small, moveable artistic works or sculptures, plaques, displays contained in display cases, Living Memorials, small groupings of plants, shrubs or flowers, benches and other common area indoor and outdoor furnishings.
10. “Proposing Entity” means any individual or group seeking to place a Major Work, Minor Work or Temporary Display at the Capitol.
11. “Public Space” means public space as defined in Idaho Code § 67-1602(1).
12. “Temporary Display” means a display that is intended to be shown during a specific event or to be placed in the Capitol for thirty (30) days or less.
13. “Work” means a Major or Minor Work.

SECTION III – GOVERNING PRINCIPLES

All Works and Temporary Displays at the Capitol should:

1. Maintain the dignity of the Capitol, its existing memorials, and the surrounding environment;
2. Preserve views of the Capitol and its architecture;
3. Be consistent with the principles and policies of the Idaho State Capitol Master Plan, dated July 19, 2000;
4. Reflect the diversity of Idaho’s people;
5. Be nonpartisan;
6. Provide an enriching experience that illuminates and celebrates common values, and broadens understanding of Idaho’s heritage and culture; and
7. Honor individuals or events of lasting significance, as reflected by broad public consensus.

SECTION IV – MAJOR WORKS

1. Approval by Commission. All proposals for Major Works, including site selection and design, are subject to the final approval of the Commission. The Commission may request assistance and advice in its evaluation from the Department and the Committee and others as deemed necessary by the Commission.
2. Procedure for Submission and Review of Major Works Proposals. The following procedure shall apply to the review of Major Works proposals. The purpose of the procedure is to:
 - A. Encourage proposers to consider alternatives to statues or monuments, such as groves, gardens, sculptures, fountains, and the naming of existing Capitol Mall features;
 - B. Encourage groups with related or similar interests to combine proposals;
 - C. Encourage proposers to consider Temporary Displays or to consider temporary placement at the State Capitol with permanent placement at another site; and
 - D. Promote cooperation with local authorities to develop opportunities for placement of Works outside the Capitol but within the capital community of Boise.
3. Steps for Submission and Review of Major Works Proposals. The following apply to all proposed Major Works.
 - A. Step 1. Preliminary Proposal Submission. To have a Major Work considered, the Proposing Entity must submit a written preliminary proposal to the Commission.
 - (1) The preliminary proposal must:
 - (a) Describe the general concept and subject matter;
 - (b) Describe how the proposal meets these Guidelines;
 - (c) Estimate the anticipated cost of the Major Work, including all development and installation costs, including any required modifications and improvements to sidewalks and utilities;
 - (d) Identify planned sources of funding; and
 - (e) Designate a single contact person.
 - (2) The preliminary proposal should also address Site Selection. In suggesting a site, a Proposing Entity should address the following:
 - (a) Setting. The space surrounding a Work should provide a setting that is compatible and supportive. In turn, the Major Work in its setting should be supportive of the surrounding design and public functions, including any applicable part of the Master Plan.
 - (b) Size and scale. There should be coordination between the size and scale of the Major Work and its setting.
 - (c) Relationship to existing Works or features. The Major Work should not be of such size, scale or material as to interfere with any existing Work or feature.
 - (d) The Commission reserves the right to consider additional issues as may become necessary or relevant to its review.
 - (3) Design Description. In proposing a design for a Major Work, a Proposing Entity should include a description of how the proposed Major Work design considers and responds to each of the following:
 - (a) Legibility and meaning. The intended message of the Major Work should be clear and understandable. The Major Work should convey meaning that will have significance to future generations.
 - (b) Approachability and accessibility. Major Works should be designed to be accessible and engaging. Because a Major Work is often a gathering point, it should be designed to meet all applicable Americans with Disability Act standards.
 - (c) Subject. Major Works should not serve solely to memorialize an individual. A Major Work should have as its primary purpose an artistic or aesthetic purpose providing enjoyment to the public rather than serving solely as a monument to an individual. Major Works should honor individuals or groups of individuals only after the 10th anniversary of the individual's death or the death of the last surviving member of a group, when the enduring, historical, state-wide nature of the achievements of the individual or group have been generally accepted. Major Works commemorating an event, including a military event, may be proposed during the lifetime of those who engaged in it, but not sooner than the 10th anniversary of the end of the event.
 - (d) Materials. Materials should be chosen for durability, visibility and maintainability.
 - (e) Evening illumination. Outdoor Major Works may be enhanced with night illumination integral to the Work's design. Such illumination should not conflict with other Works, open space, buildings and their inhabitants and the overall landscape.
 - (f) Completion. Major Works that by their nature cannot be completed at the time of installation (such as those to which names or dates are to be added over time) are discouraged.
 - (g) Text and inscriptions. Lists of any kind are discouraged. Any text or inscriptions should be meaningful to the broadest possible audience.
 - B. Step 2. Initial Review. After the preliminary proposal is submitted, the Commission will review the preliminary proposal to determine if it meets these Guidelines. At the option of the Commission, this initial review may be done by the Committee. If the preliminary proposal does not meet the Guidelines, the Proposing Entity will be so advised.
 - C. Step 3. Initial Briefing. If the preliminary proposal meets these Guidelines, the spokesperson for the Proposing Entity may be requested to provide an initial briefing to the Commission.

- D. Step 4. Commission Decision on Preliminary Proposal. After the initial briefing, the Commission shall:
 - (1) Approve the preliminary proposal and subject to final proposal consideration and approval, the Proposing Entity may proceed in accordance with these Guidelines;
 - (2) Deny approval;
 - (3) Request further consideration by the Director or the Committee; or
 - (4) Request that the Proposing Entity reconsider or refine its proposal and resubmit it.
- E. Step 5. Final Design Selection. After a preliminary proposal has been approved by the Commission, the Proposing Entity shall proceed with final design selection, if applicable. In making final design decisions, the Proposing Entity may consult with the Commission or the Department.
- F. Step 6. Final Proposal. The Proposing Entity must submit a final written proposal to the Commission that addresses how the proposal meets these Guidelines. The final proposal must include a scale drawing or illustration or a scale model of the Major Work.
- G. Step 7. Final Review. The final proposal shall be reviewed by the Committee and the Committee shall make recommendations to the Commission on all relevant aspects of the final proposal. At the option of the Commission, the Proposing Entity spokesperson may be requested to present the final proposal to the Commission.
- H. Step 8. Commission Decision on Final Proposal. The Commission shall:
 - (1) Grant final approval; or
 - (2) Request that the Committee work with the proposing entity to refine, redevelop and resubmit the proposal.
 - (3) Deny Approval.
 - (4) At any time after final approval, the Commission may require progress updates.

SECTION V – MINOR WORKS

- 1. Approval of the Director. All proposals for Minor Works, including site selection and design, will be reviewed and are subject to the final approval of the Director.
- 2. Procedure. A Proposing Entity must submit a proposal to the Department for placement of a Minor Work. The proposal shall include:
 - A. A description of the work;
 - B. An explanation of why the Proposing Entity believes the proposed Work fits the definition of a Minor Work;
 - C. A description of how the proposal meets all applicable Guidelines; and
 - D. An estimate of the anticipated cost of the Minor Work, including all development and installation costs, including any required modifications and improvements to sidewalks and utilities.
- 3. Determination of Status. The Director will determine if a proposed work is a "Minor Work." The Director may consult with the Committee in making such determination. If the Director determines that a proposed Minor Work is a Major Work, the Proposed Entity will be notified and will be required to follow the procedures, and meet the requirements, set forth in these Guidelines for Major Works. If the Director determines that the proposed Work is a Minor Work, it may grant approval or request additional information. The Department and the Committee will work with the Proposing Entity at design and site considerations.
- 4. Standards for Minor Works. Minor Works should meet the following standards:
 - A. Material - cast bronze;
 - B. Letter style – bookman;
 - C. Border style - single line edge;
 - D. Background texture – pebble;
 - E. Finish - bronze satin face and edges, natural colored background, semi-gloss polyurethane finish;
 - F. Size - no larger than two hundred sixteen square inches (approximately 12" x 18"), no smaller than eighty square inches (approximately 8" x 10");
 - G. Mounting - plaques shall be mounted at a concrete or cut stone base with a tilted face 12" or less above grade, to be determined by location of the plaque.
- 5. Other Criteria. In addition, as determined by the Director, in consultation with the Committee, Minor Works may be required to meet criteria applicable to Major Works.
- 6. Living Memorial. If a proposed Minor Work is a Living Memorial, the Proposing Entity should address the life expectancy of the Living Memorial and the cost of maintenance. Selection of plant types shall be coordinated with the Department for compatibility with landscape plans and existing plantings. The replacement of existing, aging, or ill trees and shrubs in lieu of new plantings is encouraged. If a Living Memorial dies, it may not be replaced. Living Memorials dedicated to individuals will not be permanently marked.

SECTION VI – TEMPORARY DISPLAYS

Approval and coordination of Temporary Displays will be made by the Director. A Proposing Entity must contact (by phone or in writing) the Department to request permission to set up a Temporary Display. The Department will work with the Proposing Entity to locate a suitable area for the Temporary Display. During the legislative session, a Temporary Display on the third or fourth floor of the Capitol must be arranged with and will be controlled by the Legislative Information Center. Reservations for temporary displays on the third and fourth floors during the legislative session shall be made on the calendar kept in the Speaker's Office.

SECTION VII – RELOCATION/DEACCESSION

1. The Capitol Commission reserves the right to relocate any works. Relocation planning may be done in consultation with the original artist and interested parties whenever practical.
2. The Capitol Commission reserves the right to removal any objects of art, memorials, statutes, and exhibits in and around the Idaho State Capitol. Once that determination is made, the Works are to be turned over to the authority of the Idaho State Historical Society to be addressed within its pre-established guideline for the Deaccession of Collections.

SECTION VIII – MISCELLANEOUS

1. The Commission shall maintain a written record of all Works.
2. Complete conservation records, including specific information on materials and sources used in the execution, methods of fabrication, installation specifications, and recommended method and frequency of maintenance, shall be provided to the Commission upon the completion of all Works.
3. Upon final placement and completion of a Work that has been donated for display at the Capitol, the State shall become sole owner of the Work. The original artist or designer shall hold no rights to any Work commissioned, donated, or purchased for display at the Capitol, including reproduction, access, modification, relocation or resale unless such rights are specifically allowed in a formal written agreement between the State and the artist. The federal Visual Artists Rights Act (VARA) will be observed in the case of donated unique, visual works of fine art: paintings, sculptures, drawings, prints, and still photographs produced for exhibition.
4. Starting in fiscal year 2000, and at least every fifteen (15) years thereafter, the Capitol Commission shall review all Exhibits at the Capitol with due regard to the purposes of these Guidelines and the Master Plan.
5. The Committee shall be available to provide advice and assistance to a Proposing Entity regarding these Guidelines and the Master Plan.
6. No Major or Minor Work (except for replacement flowers or shrubs), including donated Works, may be placed at the Capitol without prior approval of detailed plans specifying a particular site for the Work. Works directly associated with the activities of a specific state agency or office shall be considered for installation in the space that houses that agency's main or subordinate office.